

INTERNAL SERVICE FUNDS

This section contains the budgets for the City's seven Internal Services Funds which are administered by various departments. These funds are used to accumulate money to ensure adequate maintenance and replacement of a variety of durable capital goods, or to provide various internal services to other departments.

The funds in this section include:

General Liability Insurance Fund	Fund 530
Workers Compensation Insurance Fund	Fund 531
Vehicle Equipment Replacement Fund	Fund 532
Office Equipment Maintenance Fund	Fund 533
Municipal Building Replacement Fund	Fund 534
Communications Replacement Fund	Fund 535
Computer Equipment Replacement Fund	Fund 537

General Liability Insurance Fund

530MS04A

This Fund provides for a centralized funding mechanism which protects the City's assets through a comprehensive Risk Management Program. The total cost of the Fund is charged to the departments through their 62220 line-item charges. The General Liability Insurance Fund is comprised of four programs: Liability Premiums, Liability Claims, Property Premiums, and Other Premiums. Liability Premiums include premiums and broker services, and Liability Claims provides claims and claims investigation. Also included in this Fund are Property Premiums, which includes property appraisal fees, premiums for property, and boilers and machinery; and Other Premiums, such as volunteers, faithful performance, helicopter coverage, and DeBell Golf Course liability coverage. The Management Services Department, Risk Management Division, administers the General Liability Insurance Fund.

FUND SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 2,676,370	\$ 5,053,326	\$ 6,002,080	\$ 948,754
TOTAL	<u>\$ 2,676,370</u>	<u>\$ 5,053,326</u>	<u>\$ 6,002,080</u>	<u>\$ 948,754</u>

	EXPENDITURES FY 2008-09	BUDGET FY 2009-10	BUDGET FY 2010-11	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62055 Outside Legal Services	\$ 9,541	\$ 80,000	\$ 105,000	\$ 25,000
62070 Litigation - City Attorney		476,100	50,000	(426,100)
62070.1000 Litigation - Plaintiff	231,258	15,000	15,000	
62070.1001 Litigation - Civil Service	1,924	40,000	15,000	(25,000)
62085 Other Professional Services	108,155	83,600	83,600	
62220 Insurance	1,253,090	1,448,628	1,448,628	
62220.1000 Accid. Death & Dismemberment		100,000	100,000	
62220.1001 Earthquake		500,000	500,000	
62220.1005 Special Events	1,725	3,000	3,000	
62235 Services of Other Dept - Indirect	396,104	508,725	543,922	35,197
62240 Services of Other Dept - Direct	243,030	247,023	627,930	380,907
62655.1000 Burbank on Parade		5,000	5,000	
62785 Gas Fuel	26			
62870 Uninsured Losses	278	10,000	5,000	(5,000)
62875 Judgements - Uninsured Losses	431,018	1,536,250	2,500,000	963,750
62895 Miscellaneous Expenses	221			
	<u>2,676,370</u>	<u>5,053,326</u>	<u>6,002,080</u>	<u>948,754</u>
PROGRAM TOTAL	<u>\$ 2,676,370</u>	<u>\$ 5,053,326</u>	<u>\$ 6,002,080</u>	<u>\$ 948,754</u>

Workers' Compensation Fund

531MS04A

This Fund provides for the City's Workers' Compensation Program in an effort to help reduce costs and better serve City employees. Each department contributes to this Fund through the applicable expenditure accounts. The Management Services Department, Risk Management Division, administers this Fund.

FUND SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 6,428,186	\$ 8,234,001	\$ 8,656,684	\$ 422,683
TOTAL	<u>\$ 6,428,186</u>	<u>\$ 8,234,001</u>	<u>\$ 8,656,684</u>	<u>\$ 422,683</u>

Administration

This program provides for the administration of the City's Workers' Compensation program.

	EXPENDITURES FY 2008-09	BUDGET FY 2009-10	BUDGET FY 2010-11	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62085 Other Professional Services	\$ 29,993	\$ 47,267	\$ 47,267	
62125 Medical Services	17,375	20,000	20,000	
62235 Services of Other Dept - Indirect	242,334	325,618	652,236	326,618
62240 Services of Other Dept - Direct	601,630	594,509	671,674	77,165
62316 Software and hardware		25,000	25,000	
	<u>891,332</u>	<u>1,012,394</u>	<u>1,416,177</u>	<u>403,783</u>
PROGRAM TOTAL	<u>\$ 891,332</u>	<u>\$ 1,012,394</u>	<u>\$ 1,416,177</u>	<u>\$ 403,783</u>

Workers' Compensation Fund Re-Insurance Program

This program provides for the City's Workers' Compensation self insurance premium for protection against catastrophic Workers' Compensation claims. The City currently purchases excess Workers' Compensation coverage through a Joint Power Authority (JPA) composed of over 800 cities, school districts, counties, and water districts.

	EXPENDITURES FY 2008-09	BUDGET FY 2009-10	BUDGET FY 2010-11	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62220 Insurance	\$ 152,081	\$ 189,000	\$ 207,900	\$ 18,900
62220.1004 State Self-Insurance Fee		100,000	100,000	
	152,081	289,000	307,900	18,900
PROGRAM TOTAL	\$ 152,081	\$ 289,000	\$ 307,900	\$ 18,900

Claims Reserve Program

This program largely provides for Workers Compensation claims incurred by City employees.

BUDGET HIGHLIGHTS

The Workers Compensation Claim Reserves account pays short and long-term expenses which may exceed parameters of a single fiscal year. Any unused balance is placed in reserve to cover unanticipated claim costs and the balance of unpaid claims.

The Disability Reimbursement account was established to reimburse individual departments for advances made to the Workers' Compensation Program for temporary disability payments made as part of salary continuance. Refunds are determined by analysis of actual claims from each department.

	EXPENDITURES FY 2008-09	BUDGET FY 2009-10	BUDGET FY 2010-11	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62880 Work Comp Ins Claim Reserve	\$ 3,827,583	\$ 5,400,000	\$ 5,400,000	
62885 Work Comp Stat Reim (TDISA)	1,474,607	1,442,607	1,442,607	
62890 Unemployment Insurance	82,583	90,000	90,000	
	5,384,773	6,932,607	6,932,607	
PROGRAM TOTAL	\$ 5,384,773	\$ 6,932,607	\$ 6,932,607	

Vehicle Equipment Replacement Fund

This Fund provides for the orderly replacement and maintenance of general government vehicular equipment.

FUND SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Staff Years	19.500	18.500	17.500	(1.000)
Salaries & Benefits	\$ 1,644,412	\$ 1,801,479	\$ 1,728,782	\$ (72,697)
Materials, Supplies, Services	6,351,697	6,125,839	6,452,967	327,128
Capital Outlay	978	2,168,100	2,127,000	(41,100)
Capital Improvements	66,142	300,000	60,000	(240,000)
TOTAL	<u>\$ 8,063,229</u>	<u>\$ 10,395,418</u>	<u>\$10,368,749</u>	<u>\$ (26,669)</u>

Fleet Program 532PW34A

The fleet program is responsible for the replacement, repair, and maintenance of all general City motorized equipment. This includes equipment ranging from chain saws up to fire engines and landfill bulldozers and everything in between. The Capital Outlay – Vehicles account reflects the cumulative dollars identified for vehicle replacement in FY 2010-11.

	EXPENDITURES FY 2008-09	BUDGET FY 2009-10	BUDGET FY 2010-11	CHANGE FROM PRIOR YEAR
STAFF YEARS	19.500	18.500	17.500	(1.000)
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 1,044,102	\$ 1,171,164	\$ 1,124,022	\$ (47,142)
60006 Overtime	5,858	7,322	7,322	
60012 Fringe Benefits	563,579	622,993	597,438	(25,555)
60015 Wellness Program	1,278			
60023 Uniform & Tool Allowance	6,300			
60031 Payroll Adjustment	23,295			
	<u>1,644,412</u>	<u>1,801,479</u>	<u>1,728,782</u>	<u>(72,697)</u>
MATERIALS, SUPPLIES, SERVICES				
62000 Utilities	\$ 87,933	\$ 60,400	\$ 60,400	
62170 Private Contractual Services	75,398	140,000	140,000	
62220 Insurance	73,017	81,639	81,639	
62225 Custodial Services	109			
62240 Services of Other Dept - Direct	21,785	139,275	23,022	(116,253)
62260 Services of PW Mgmt	118,295	10,872	125,775	114,903
62300 Special Departmental Supplies	26,280	10,872	10,872	
62310 Office Supplies	42			
62405 Uniform & Tool Allowance	4,996	8,070	8,070	
62420 Books & Periodicals	195	324	324	
62430 Auto Equip Maint & Repairs	1,626,892	1,700,000	1,700,000	
62435 General Equip Maint & Repairs	32	5,509	5,509	
62440 Office Equip Maint & Repairs		152	152	
62450 Build Grounds Maint & Repairs		2,070	2,070	
62455 Equipment Rentals	6,412	60,000	60,000	

Vehicle Equipment Replacement Fund

Fleet Program

PW34A (Cont.)

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2008-09	FY 2009-10	FY 2010-11	PRIOR YEAR
62475	F532 Vehicle Equipment Rental	\$ 386,483	\$ 242,025	\$ 242,025	
62485	F535 Comm Equip Rental	12,380	10,583	10,583	
62496	F537 Computer Equip Rental	15,952	28,657	28,657	
62700	Memberships & Dues	75	276	276	
62755	Training	9,891	28,000	28,000	
62780	Fuel - Oil	1,456,036	1,580,000	1,580,000	
62875	Judgments - Uninsured Losses	161,856	100,000	100,000	
62895	Miscellaneous	166	100	100	
63010	Depreciation - Infrastructure	69,286	69,286	69,286	
63015	Depreciation - Mach & Equip	184,419	33,561	35,148	1,587
63035	Depreciation - Vehicles	2,006,333	1,810,735	2,094,033	283,298
63040	Depreciation - Comps/Software			43,593	43,593
63047	Depreciation - Telephones	5,413			
63050	Non-Capitalized Assets	2,021			
63131.1002	Overhead Recovery	(4,832)			
63310	Inventory Overhead	4,832	3,433	3,433	
		6,351,697	6,125,839	6,452,967	327,128
CAPITAL OUTLAY					
15101	Vehicles - Clearing	\$ 978	\$ 2,168,100	\$ 2,127,000	\$ (41,100)
		978	2,168,100	2,127,000	(41,100)
CAPITAL IMPROVEMENTS					
15032.16661	Fuel Management System	\$ 34,630			
15042.18410	Rpr/Repl Flare at City Yard	31,512			
15042.19025	Citywide Emerg Generator Replcmt		300,000		(300,000)
15042.19616	Installation of New Shear			60,000	60,000
		66,142	300,000	60,000	(240,000)
PROGRAM TOTAL		\$ 8,063,229	\$10,395,418	\$10,368,749	\$ (26,669)

Office Equipment Replacement Fund

533ND000

This Fund provides for the orderly replacement and maintenance of office equipment such as furniture, tools, and machines. These activities are coordinated through the Financial Services Department's Budget Division.

BUDGET HIGHLIGHTS

The Capital Outlay-Holding account provides for scheduled replacement of all office equipment that is at the end of its useful life, pending staff review. During the year, funds from this account are released into a designated account to replace assets. The Non-Capitalized Assets account was set up in FY 2003-04 to serve as a yearly office equipment "allowance" for City Departments. A department may use this account to purchase items costing less than \$5,000.

FUND SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 411,450	\$ 365,286	\$ 446,707	\$ 81,421
Capital Outlay		40,580	136,463	95,883
Contributions To Other Funds	236,503		306,328	306,328
TOTAL	\$ 647,953	\$ 405,866	\$ 889,498	\$ 483,632

	EXPENDITURES FY 2008-09	BUDGET FY 2009-10	BUDGET FY 2010-11	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62440 Office Equip Maint & Repairs		\$ 15,000	\$ 15,000	
63015 Depreciation - Machinery & Equip	200,283	192,049	275,435	83,386
63045 Depreciation - Other	14,445	9,581	7,616	(1,965)
63047 Depreciation - Telephones	1,759			
63050 Non-Capitalized Assets	187,959	148,656	148,656	
63235 Leased Property - Repro Equip	7,004			
	411,450	365,286	446,707	81,421
CAPITAL OUTLAY				
70020 Holding - Capital		\$ 40,580	\$ 136,463	\$ 95,883
		40,580	136,463	95,883
CONTRIBUTIONS TO OTHER FUNDS				
85101.0001 Contribution to General Fund	\$ 152,907		\$ 306,328	\$ 306,328
85101.0537 Contribution to Fund 537	83,596			
	236,503		306,328	306,328
PROGRAM TOTAL	\$ 647,953	\$ 405,866	\$ 889,498	\$ 483,632

Municipal Building Maintenance Fund

This Fund provides for the maintenance of general government buildings. The Public Works Department administers this Fund and Park, Recreation and Community Services handles a portion of funds specifically designated for park facilities projects. Fund 534's funding comes from five percent of the City's Sales Tax revenues.

FUND SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Staff Years	1.000	1.000	1.000	
Salaries & Benefits	\$ 30,977	\$ 64,930	\$ 66,579	\$ 1,649
Materials, Supplies, Services	1,809,553	1,738,992	1,665,821	(73,171)
Capital Improvements	1,074,813	2,045,862	2,105,662	59,800
Contributions to Other Funds	2,479,297			
TOTAL	<u>\$ 5,394,640</u>	<u>\$ 3,849,784</u>	<u>\$ 3,838,062</u>	<u>\$ (11,722)</u>

Park Facilities Maintenance Program

534PR21A

Park, Recreation and Community Services receives a set portion of funds from the allocation to fund 534 to be used towards maintenance of park facilities. Each year, staff evaluates needs and may allocate toward specific projects as designated in the Capital Improvements section. Specific details on each of the identified projects may be found within the Capital Improvement Program (CIP) budget.

	EXPENDITURES FY 2008-09	BUDGET FY 2009-10	BUDGET FY 2010-11	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62170 Private Contractual Services	\$ 50,016	\$ 50,000	\$ 50,000	
62400 Telephone Supplies	641			
62450 Build Grounds Maint & Repairs	74,977	75,000	75,000	
63000 Depreciation - Land Imprvmnts		3,974	9,172	5,198
63005 Depreciation - Buildings		7,513	14,511	6,998
63010 Depreciation - Infrastructure		22,169	22,169	
63015 Depreciation - Mach & Equip		5,384	5,384	
63045 Depreciation - Other Non-Utility		2,362	2,632	270
	<u>125,634</u>	<u>166,402</u>	<u>178,868</u>	<u>12,466</u>
CAPITAL IMPROVEMENTS				
15032.14329 Balaire Ballfield Entrance	\$ 106,815			
15032.14331 Stough Park Restrooms	39,081			
15032.17622 Irrigation Repairs/Improvements	99,108	50,000	50,000	
15032.18509 Starlight Bowl Stairs	37,455			
15032.19053 McCambridge Park Play Equip		225,000		(225,000)
15032.19055 Mountain View Park Restroom		150,000		(150,000)
15032.19647 Spray Park			225,000	225,000
	<u>282,459</u>	<u>425,000</u>	<u>275,000</u>	<u>(150,000)</u>
PROGRAM TOTAL	<u>\$ 408,093</u>	<u>\$ 591,402</u>	<u>\$ 453,868</u>	<u>\$ (137,534)</u>

Municipal Building Maintenance Fund

534PW33A

Public Works' Fleet and Building Maintenance Division oversees a variety of projects related to the improvement of existing municipal facilities. The Private Contractual Repairs account is used to fund building core systems maintenance & repair contracts.

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2008-09	FY 2009-10	FY 2010-11	PRIOR YEAR
STAFF YEARS		1.000	1.000	1.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 20,374	\$ 38,392	\$ 39,325	\$ 933
60012	Fringe Benefits	10,878	26,538	27,254	716
60031	Payroll Adjustment	(275)			
		30,977	64,930	66,579	1,649
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 127,418	\$ 230,000	\$ 230,000	
62170	Private Contractual Services	1,108,177	850,000	860,000	10,000
62170.16665	Misc Paint/Repairs Various Bldg	47,699	73,000	73,000	
62170.17420	Pop Up Projects	58,042	107,000	107,000	
62170.1001	Temporary Staffing	15,000			
62300	Special Departmental Supplies	32			
63000	Depreciation - Land	9,698	9,698	525	(9,173)
63005	Depreciation - Buildings	168,256	168,256	164,179	(4,077)
63010	Depreciation - Infrastructure	52,016	52,016	36,097	(15,919)
63011	Depreciation - Road & Street	1,558	1,558	1,558	
63014	Depreciation - Parks & Street	250	250	250	
63015	Depreciation - Mach & Equip	41,256	26,295	10,020	(16,275)
63040	Depreciation - Computers	51,885	51,885	4,324	(47,561)
63045	Depreciation - Other	2,632	2,632		(2,632)
		1,683,919	1,572,590	1,486,953	(85,637)
CAPITAL IMPROVEMENTS					
15022.15704	Waterproofing of ASB	\$ 9,831		\$ 75,000	\$ 75,000
15022.18416	Roof 4 City Buildings	37,247			
15022.18417	HVAC Repair/Replcmnt Various	294,324			
15022.18421	Fire Station 16 Apparatus Bay Doors		175,000		(175,000)
15022.18423	HVAC Repair/Replc Police/Fire	20,580	50,000		(50,000)
15022.19019	HVAC Repair/Replc City Fac		900,000		(900,000)
15022.19023	Rehab Refuse Locker Rm Showers		45,000		(45,000)
15022.19024	Verdugo Lower Bldg Patio Cover & Drain		25,000		(25,000)
15022.19036	Replace Animal Shelter Flooring		15,000		(15,000)
15022.19037	Replace Patio Drain at BV Library		20,000		(20,000)
15022.19226	NW Library Flag Pole	9,500			
15022.19614	Fire Station Painting Project			170,000	170,000
15022.19615	Fire Station Flooring Project			88,000	88,000
15022.19617	Replace Fluorescent Lights at City Hall Rotunda			45,000	45,000
15022.19619	Inspection of HazMat at City Facilities			145,000	145,000
15022.19626	Roof Repair/Replace at 7 City Facilities			250,000	250,000
15022.19627	HVAC at Colony Theater, Verdugo & Joslyn			300,000	300,000
15022.19644	Nature Center Bridge Repair			40,000	40,000
15022.19646	Resurface Parking Lots & Drives at City Facilities			326,800	326,800
15032.12986	Citywide Seismic Retrofit Design		390,862	390,862	
15032.17475	ASB HVAC Modification	42,654			
15032.17551	City Facilities Roof Repairs	16,207			

Municipal Building Maintenance Fund

534PW33A (Cont.)

CAPITAL IMPROVEMENTS (cont.)

15032.17576 Generator Install	\$	23,120			
15042.16501 City Hall Emergency Generator		297,624			
15042.19179 Tuttle Ctr Range Hood		54,299			
70004.13714 Remodeling of Facilities		(13,032)			
		792,354	1,620,862	1,830,662	209,800

CONTRIBUTIONS TO OTHER FUNDS

85101.0001 Contribution to General Fund	\$	1,000			
85101.0370 Contribution to Fund 370		2,478,297			
		2,479,297			

PROGRAM TOTAL	\$	4,986,547	\$ 3,258,382	\$ 3,384,194	\$ 125,812
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Communication Equipment Replacement Fund

This Fund provides for the maintenance, operation, and replacement of communications equipment, such as telephones, radios, etc. The Fund also provides support for public address and video casting systems. The departments are billed for these services in the Communication Rental (62485) accounts. The Burbank Water & Power Department administers this Fund.

FUND SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Staff Years	6.000	6.000	6.000	
Salaries & Benefits	\$ 999,489	\$ 962,003	\$ 917,729	\$ (44,274)
Materials, Supplies, Services	1,915,768	2,512,279	2,460,963	(51,316)
Capital Outlay	2,624,124	479,000	480,000	1,000
Contributions to Other Funds	50,000			
TOTAL	<u>\$ 5,589,381</u>	<u>\$ 3,953,282</u>	<u>\$ 3,858,692</u>	<u>\$ (94,590)</u>

Communication Equipment Replacement Fund

Telephone System

535PS71A-B

This program provides the maintenance, operation and replacement of the City's telephone system.

		EXPENDITURES FY 2008-09	BUDGET FY 2009-10	BUDGET FY 2010-11	CHANGE FROM PRIOR YEAR
STAFF YEARS		0.700	0.700	0.700	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 78,866	\$ 122,081	120,912	\$ (1,169)
60006	Overtime	4,737	50,000	21,300	(28,700)
60012	Fringe Benefits	27,792	46,683	47,382	699
60023	Uniform & Tool Allowance	332			
60031	Payroll Adjustment	629			
		112,356	218,764	189,594	(29,170)
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 540,375	\$ 560,000	\$ 562,500	\$ 2,500
62170	Private Contractual Services	5,000	183,500	35,000	(148,500)
62300	Special Departmental Supplies	2,323	5,000	5,000	
62310	Office Supplies	104	650		(650)
62315	Radio Supplies & Maintenance	20,899			
62320	Telephone Supplies & Maint	55,144	20,000	60,000	40,000
62400	Telephone Supplies Handling		2,000		(2,000)
62405	Uniform & Tool Allowance		1,000	1,000	
62420	Books & Periodicals		200	200	
62430	Auto Equipment Maintenance	186			
62465	Building Rentals		15,000		(15,000)
62485	F535 Comm Equip Rental	21,379	18,063	18,063	
62496	F537 Computer Equip Rental	1,093	2,013	924	(1,089)
62755	Training	9,947	8,373	43,860	35,487
62895	Miscellaneous	270			
63005	Depreciation - Building	19,695			
63015	Depreciation - Machinery	35,453			
63035	Depreciation - Vehicle	2,963			
63047	Depreciation - Telephone		108,150	358,752	250,602
63131.1000	Overhead Recovery - Fleet	3,728			
63131.1002	Overhead Recovery - Warehouse	(3,739)			
63310	Inventory Overhead	380			
		715,200	923,949	1,085,299	161,350
CAPITAL OUTLAY					
15022.17626	Comm Shop Tenant Improvemnts	\$ 17,121			
15042.18762	City Phone System	1,555,631			
15141	Telephone System-Clearing		300,000	200,000	(100,000)
70019	Building Improvements	26,014			
		1,598,766	300,000	200,000	(100,000)
PROGRAM TOTAL		\$ 2,426,322	\$1,442,713	\$ 1,474,893	\$ 32,180

Communication Equipment Replacement Fund

Radio System

535PS72A-B

This program provides the maintenance, operation and replacement of the City's UHF Radio system.

		EXPENDITURES FY 2008-09	BUDGET FY 2009-10	BUDGET FY 2010-11	CHANGE FROM PRIOR YEAR
STAFF YEARS		5.300	5.300	5.300	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 549,309	\$ 520,974	\$ 513,722	\$ (7,252)
60006	Overtime	103,461	20,000	10,000	(10,000)
60012	Fringe Benefits	223,694	202,265	204,413	2,148
60015	Wellness Program	945			
60023	Uniform & Tool Allowance	6,543			
60031	Payroll Adjustment	3,181			
		887,133	743,239	728,135	(15,104)
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 45,252	\$ 52,000	\$ 62,500	\$ 10,500
62085	Other Professional Services		11,000		(11,000)
62170	Private Contractual Services	103,788	246,200	143,000	(103,200)
62220	Insurance	3,390	3,791	4,261	470
62225	Custodial Services	61			
62300	Special Departmental Supplies	6,560	20,000	20,000	
62310	Office Supplies	1,076	650		(650)
62315	Radio Supplies & Maintenance	62,021	84,000	100,000	16,000
62320	Telephone Supplies & Maint	8,198			
62330	Radio Batteries	34,254	54,000		(54,000)
62395	Radio Supplies Handling	2,468	6,000		(6,000)
62400	Telephone Supplies Handling	81	4,000		(4,000)
62405	Uniform & Tool Allowance			40,000	40,000
62420	Books & Periodicals	818	300	300	
62435	General Equip Maint & Repairs	4,324	10,000	10,000	
62450	Build Grounds Maint & Repairs	281	5,000	5,000	
62465	Building Rental		35,000		(35,000)
62496	F537 Computer Equip Rental		1,514	3,740	2,226
62700	Memberships & Dues	840	805	690	(115)
62710	Travel	5,150	5,928	6,538	610
62755	Training	9,757	12,142	4,396	(7,746)
62895	Miscellaneous	3,588	1,100	1,100	
62895.1002	Miscellaneous - Physical Inventory	3,977			
63046	Depreciation - Radio	900,645	1,034,900	974,139	(60,761)
63131.1001	Overhead Recovery - Fleet Usage	98			
63310	Inventory Overhead	3,941			
		1,200,568	1,588,330	1,375,664	(212,666)
CAPITAL OUTLAY					
15022.17626	Comm Shop Tenant Improvemnts	\$ 1,025,358			
15141	Radio-Clearing		179,000	280,000	101,000
		1,025,358	179,000	280,000	101,000
CONTRIBUTIONS TO OTHER FUNDS					
85101.0537	Contribution to Fund 537	\$ 50,000			
		50,000			
PROGRAM TOTAL		\$ 3,163,059	\$2,510,569	\$ 2,383,799	\$ (126,770)

Computer Equipment Replacement Fund

537IT01-05A

This Fund supports the maintenance, replacement and upgrade of existing and new computer and network equipment as well as software. These activities are coordinated through the Information Technology Department. OPERATIONS provides for the replacement of personal computers and peripheral equipment, other hardware and software needs. NETWORKING provides for the network infrastructure. ORACLE provides for the financials (including budget and payroll), human resources, and work order/asset management systems.

FUND SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 1,504,782	\$ 1,837,155	\$ 2,497,706	\$ 660,551
Capital Outlay	9,371,888	24,000	68,000	44,000
TOTAL	\$ 10,876,670	\$ 1,861,155	\$ 2,565,706	\$ 704,551

Operations

537IT01A

	EXPENDITURES FY 2008-09	BUDGET FY 2009-10	BUDGET FY 2010-11	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62170 Private Contractual Services	\$ 20,000			
62240 Services of Other Dept-Direct	98,355	104,015	105,882	1,867
62440 Office Equip Maint & Repairs	246,885	250,000	250,000	
62496 F537 Computer Equip Rentals			1,591	1,591
63040 Depreciation - Comps./Software	146,276	357,522	860,752	503,230
63050 Non-Capitalized Assets - PCs	194,855	215,000	200,000	(15,000)
	706,371	926,537	1,418,225	491,688
PROGRAM TOTAL	\$ 912,646	\$ 926,537	\$ 1,418,225	\$ 491,688

Computer Equipment Replacement Fund Networking

537IT02A

	EXPENDITURES FY 2008-09	BUDGET FY 2009-10	BUDGET FY 2010-11	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62170 Private Contractual Services	\$ 15,600			
62440 Office Equip Maint & Repairs	211,702	300,000	300,000	
62455 Equipment Rental	459			
63040 Depreciation - Comps/Software	133,823			
63050 Non-capitalized assets	12,143	50,000	100,000	50,000
63050.17980 Non-capitalized assets - Data Ctr	4,494			
	378,221	350,000	400,000	50,000
CAPITAL OUTLAY				
15111 Computers & Software-Clearing		\$ 10,000	\$ 8,000	\$ (2,000)
		10,000	8,000	(2,000)
PROGRAM TOTAL	\$ 378,221	\$ 360,000	\$ 408,000	\$ 48,000

Geographic information Systems (GIS)

537IT03A

	EXPENDITURES FY 2008-09	BUDGET FY 2009-10	BUDGET FY 2010-11	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62170 Private Contractual Services		\$ 58,000		\$ (58,000)
62440 Office Equip Maint & Repairs	1,405	7,500	30,000	22,500
63040 Depreciation - Comps./Software	4,679			
63050 Non-capitalized assets	4,718			
	10,802	65,500	30,000	(35,500)
PROGRAM TOTAL	\$ 10,802	\$ 65,500	\$ 30,000	\$ (35,500)

Oracle

537IT04A

	EXPENDITURES FY 2008-09	BUDGET FY 2009-10	BUDGET FY 2010-11	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62170 Private Contractual Services		\$ 10,000	\$ 35,000	\$ 25,000
62440 Office Equip Maint & Repairs	200,019	250,000	350,000	100,000
62755 Training	2,811			
63040 Depreciation - Comps./Software	14,760			
63050 Non-capitalized Assets	15,733			
	233,323	260,000	385,000	125,000
CAPITAL OUTLAY				
15112.15878 Enterprise Permit System	\$ 21,556			
15112.16696 ERP Project	6,649,823			
	6,671,379			
PROGRAM TOTAL	\$ 6,904,702	\$ 260,000	\$ 385,000	\$ 125,000

Computer Equipment Replacement Fund

Document Imaging

537IT05A

	EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
	FY 2008-09	FY 2009-10	FY 2010-11	PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62170 Private Contractual Services	\$ 3,300			
62440 Office Equip Maint & Repairs	20,921	35,000	30,000	(5,000)
63040 Depreciation - Comps./Software	3,012			
	27,233	35,000	30,000	(5,000)
PROGRAM TOTAL	\$ 27,233	\$ 35,000	\$ 30,000	\$ (5,000)

Computer Equipment Replacement Fund

This section contains items that are budgeted within multiple departmental cost centers contained in this fund.

	EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
	FY 2008-09	FY 2009-10	FY 2010-11	PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
CM02A.62170 Private Contractual Services	\$ 784			
FD04A.62316 Software & Hardware	9,800			
CD26A.6244C Office Equipment Maint. & Repair	7,935	8,730	13,400	4,670
CD32B.6244C Office Equipment Maint. & Repair			8,003	8,003
CD41A.62440 Office Equipment Maint. & Repair	78,508	107,865	95,000	(12,865)
CM02A.62440 Office Equipment Maint. & Repair			29,807	29,807
FD01A.62440 Office Equipment Maint. & Repair	1,390	10,892	9,251	(1,641)
FD04A.62440 Software & Hardware		10,290	10,290	
PD01A.62440 Office Equipment Maint. & Repair	25,659	45,000	35,000	(10,000)
PD04A.62440 Office Equipment Maint. & Repair	7,274	8,021	7,708	(313)
PR32A.62440 Office Equipment Maint. & Repair		9,320	8,453	(867)
PW21B.62440 Office Equipment Maint. & Repair			17,569	17,569
FD02A.63050 Non Capitalized Assets	6			
FD04A.63050 Non Capitalized Assets	17,476			
	148,832	200,118	234,481	34,363
CAPITAL OUTLAY				
FD01A.15111 Computers & Software-Clearing			\$ 10,000	\$ 10,000
LB01A.15111 Computers & Software-Clearing		7,000		(7,000)
PR32A.15111 Computers & Software-Clearing		7,000		(7,000)
PD01A.15111 Computers & Software-Clearing			35,000	35,000
PD01A.15112 Police Public Safety Ste-15788	1,751,340			
PD02A.15111 Computers & Software-Clearing			15,000	15,000
CD21A.15112 Enterprise Permit System-15878	213,652			
CD41A.15112 Enterprise Permit System-15878	579,752			
MS04A.15112 Valley Oaks Upgrade-16766	54,646			
PW21B.15112 Enterprise Permit System-15878	31,680			
PD03A.70021 Software	69,439			
	2,700,509	14,000	60,000	46,000
PROGRAM TOTAL	\$ 2,849,341	\$ 214,118	\$ 294,481	\$ 80,363

VEHICLE EQUIPMENT REPLACEMENT FUND
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2008-09	STAFF YEARS 2009-10	STAFF YEARS 2010-11	CHANGE FROM PRIOR YEAR
FLEET SUPT	1.000	1.000	1.000	
FLEET SERVICES SUPV	0.000	1.000	1.000	
SR FLEET MAINT. TECH	0.000	4.000	4.000	
EQUIP MAINT SUPV	1.000			
SR EQUIPMENT MECH	5.000			
WELDER	1.000	1.000	1.000	
FLEET MAINT. TECH		10.000	9.000	-1.000
EQUIP MECHANIC	10.000			
TIRE MAINT WKR		1.000	1.000	
TIRE REPAIRER	1.000			
TOTAL FULL TIME	19.000 (19)	18.000 (18)	17.000 (17)	-1.000
Part Time	*	*	*	
SKILLED WORKER	0.500 (1)	0.500 (1)	0.500 (1)	
TOTAL PART TIME	0.500	0.500	0.500	
TOTAL STAFF YEARS	19.500 (20)	18.500 (19)	17.500 (18)	-1.000

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

NOTE: Skilled Worker position is a full-time position split equally between Funds 498 and 532.

MUNICIPAL BUILDING REPLACEMENT FUND
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2008-09	STAFF YEARS 2009-10	STAFF YEARS 2010-11	CHANGE FROM PRIOR YEAR
UTILITY WORKER	1.000	1.000	1.000	
TOTAL FULL TIME	1.000	1.000	1.000	
	*	*	*	
TOTAL STAFF YEARS	1.000 (1)	1.000 (1)	1.000 (1)	

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

COMMUNICATIONS EQUIPMENT REPLACEMENT FUND

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2008-09		STAFF YEARS 2009-10		STAFF YEARS 2010-11		CHANGE FROM PRIOR YEAR
MANAGER COMM SYSTEMS	1.000		1.000		1.000		
COMM TECHNICIAN SUPV	1.000		1.000		1.000		
SR COMM TECHNICIAN	1.000		1.000		1.000		
COMM TECHNICIAN	3.000		3.000		3.000		
TOTAL FULL TIME	6.000	(6)	6.000	(6)	6.000	(6)	
TOTAL STAFF YEARS	6.000	(6)	6.000	(6)	6.000	(6)	

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

COMMUNICATIONS FUND (535) AUTHORIZED POSITIONS ARE ALSO LISTED IN BWP AUTHORIZED POSITIONS.